



pennsylvania

**COMMISSION ON CRIME
AND DELINQUENCY**

**SHERIFF AND DEPUTY SHERIFF
EDUCATION
AND TRAINING BOARD
2016 ANNUAL REPORT**

**Charles Ramsey
Chairman, PCCD**

**Tom Wolf
Governor**

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EDUCATION AND TRAINING BOARD
2016 ANNUAL REPORT**

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A Message from the Chairman

This report on the Sheriff and Deputy Sheriff Education and Training Board's activities during 2016 serves as a review of the Board's accomplishments and future goals. It is my pleasure to present this report to you on the 32nd anniversary of the Training Program.

In February 1984, the Deputy Sheriffs' Education and Training Board was created by Act 1984-2, the Deputy Sheriffs' Education and Training Act, to train and certify deputy sheriffs employed by the Commonwealth's 67 county sheriffs' offices. In September 2014, the Training Act was amended by Act 2014-114, which renamed the Board as the Sheriff and Deputy Sheriff Education and Training Board. The new legislation enhanced the original Act by including requirements for the training of sheriffs and providing provisions for certification revocation. The Board operates with the oversight and staff support of the Pennsylvania Commission on Crime and Delinquency (PCCD). The Board has continued to implement and improve the training and certification processes as delineated by the Act.

The Board also strives to stay current with the changing needs of the Commonwealth's sheriffs as well as their role in the criminal justice system defined by the Legislature and the courts. Since 1984, the Board has trained and certified over 5,492 deputy sheriffs while the training population has tripled in size. It has expanded its certification training from 160 to 760 hours and now offers year round classes leading to certification. A number of new subjects were developed and revisions have been made to the existing curriculum. In addition, the Board has instituted a series of supervisory trainings along with a number of optional skill, distance learning, and instructor development courses. Recently, students seeking certification are now required to complete a number of subjects online.

During 2016, the Board has made significant strides to enhance the Sheriff and Deputy Sheriff Training and Certification Programs. However, the Board also faces fiscal challenges with a rapidly depleting fund and rising training and reimbursement costs.

Given the goals achieved during the past 32 years, the Board will continue to meet the training needs of the Commonwealth's sheriffs and their deputies, and continue moving forward with the development of new and innovative training programs.

Carmen C. DeLuca, Chairman



BOARD MEMBERSHIP

Carmen C. Deluca, Chairman
Retired Commander, Allegheny County Sheriff's Office

David M. Godfrey
Lieutenant, York County

Todd A. Martin
Sheriff, Monroe County

Honorable Wayne E. Nothstein
County Commissioner
Carbon County

Eric J. Weaknecht
Sheriff, Berks County

Kevin Wevodau *
Regional Director, Region 8
Bureau of Narcotics Investigations
Office of the Attorney General

Amy S. Withrow
Executive Director
Advancement and Outreach for
Virtual Learning
Harrisburg Area Community
College

* Representing Attorney General Josh Shapiro

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Charles Ramsey
Chairman, PCCD

Derin Myers
Acting Executive Director,
PCCD

Bureau of Training Services

John Pfau
Manager

Donald Numer
Training Supervisor

Douglas O. Hummel
Planner

BOARD ORGANIZATION

The Deputy Sheriffs' Education and Training Board (Board) was created as an advisory board to the Pennsylvania Commission on Crime and Delinquency (PCCD) by Act 1984-2, the Deputy Sheriffs' Education and Training Act. Act 1984-2 was amended by Act 2014-114 in September 2014. The Board was renamed the Sheriff and Deputy Sheriff Education and Training Board. The 10-member Board is composed of two Common Pleas Court judges, two sheriffs, three current or former deputy sheriffs, one educator, one county commissioner and the Pennsylvania Attorney General.

Act 1984-2 directed the Board to establish, implement and administer a program of basic and continuing education training for sheriffs and deputy sheriffs. The Act requires that newly hired deputy sheriffs attend basic training in order to be certified as a deputy sheriff. Sheriffs (in general) must be certified within their first term. In addition, all sheriffs and deputies are required to renew their certification through biennial continuing education.

The Board has the power to make rules and regulations encompassing all matters related to the operation of the training program and the certification of sheriffs and deputy sheriffs. The Board operates under the review and approval of PCCD, which provides the requisite administrative structure and staff support.

During 2016, the Board continued to revise and update the basic training program (760 hours). Merit training was offered, including several web-based training programs. The Board continues to focus on revising the continuing education program.

Activities of the Board, and its staff, as well as training programs, are supported independent of the PCCD General Fund budget. This is accomplished through a surcharge on all legal papers served by sheriffs' offices. PCCD is responsible for making disbursements from the Sheriff and Deputy Sheriff Education and Training Account, a restricted receipts account maintained by the Office of State Treasurer, for the costs of the training program, its administration, and the expenses of the Board. However, the last increase in the surcharge was in 2000 along with an increase to 100 percent salary reimbursements to the counties. In 2013, the Board's spending exceeded its revenues. This along with transfers by previous administrations from the training account to the General Fund has depleted the training account. The Board has taken prudent cost saving measures and reduced or cancelled training where appropriate. It now must rely on a legislative fix through an increase in the surcharge.

In addition, the Act provides for reimbursement to each county for expenses associated with the training of sheriffs and deputy sheriffs. The Board provides 100 percent of the tuition and allowable living and travel expenses during training. Also, counties are reimbursed 100 percent for each sheriff's and deputy's salary while he or she attends training.

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING ACCOUNT
STATEMENT OF CASH RECEIPTS, EXPENDITURES AND PROGRAM BALANCE
for Calendar Year 2016 - January 1, 2016 through December 31, 2016**

PROGRAM ACTIVITY

REVENUE:

| | | |
|-----------------|----|-----------|
| Fee Collections | \$ | 4,015,006 |
|-----------------|----|-----------|

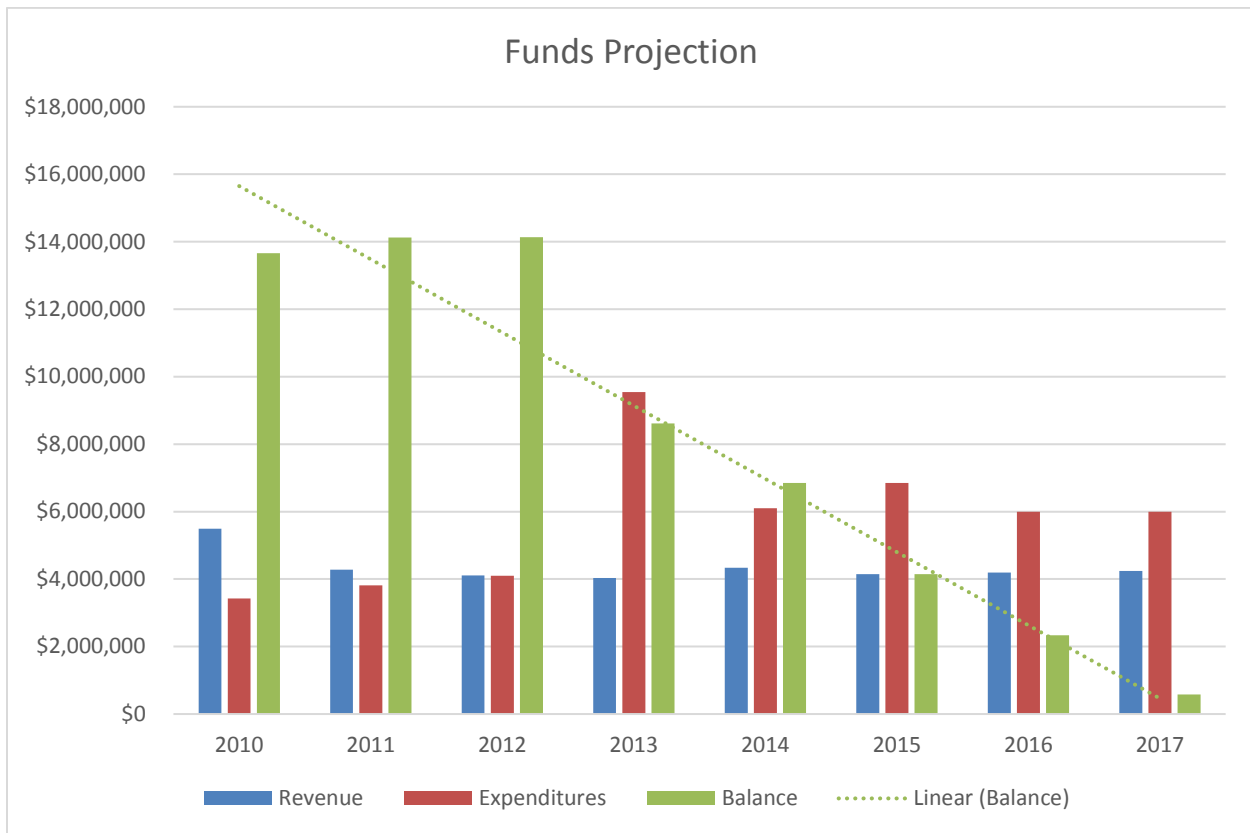
EXPENDITURES:

| | | |
|--|----|------------------|
| Administrative | \$ | 547,147 |
| Education | | |
| Basic Training | \$ | 3,111,930 |
| Continuing Education | | 447,057 |
| Curriculum Development | | <u>366,330</u> |
| Total Education Expenditures | | 3,925,317 |
| Reimbursements to Counties | | <u>3,416,484</u> |
| Total Expenditures | | <u>7,888,948</u> |
| Revenue Over Expenditures and Other Uses | \$ | (3,873,942) |

PROGRAM BALANCE

| | | |
|--------------------------------------|--|---------------------------|
| Cash balance at December 31, 2015 | | <u>6,432,667</u> |
| Cash balance at December 31, 2016 | | 2,558,725 |
| Commitments at December 31, 2016 | | (\$10,520,236) * |
| Program Balance at December 31, 2016 | | <u><u>(7,961,511)</u></u> |

* Includes multiple commitments in excess of one year



These projections are based on Fiscal Years (July 1 – June 30), as a result there is a six month difference from the Fiscal statement on page 4.

| <u>Year</u> | <u>Revenue</u> | <u>Expenditures</u> | <u>Balance</u> |
|-------------|----------------|---------------------|----------------|
| 2007/08 | \$4,393,674 | \$2,848,589 | \$10,424,627 |
| 2008/09 | \$4,794,188 | \$5,190,953 | \$10,027,862 |
| 2009/10 | \$5,056,973 | \$3,486,939 | \$11,597,896 |
| 2010/11 | \$5,489,655 | \$3,425,485 | \$13,662,066 |
| 2011/12 | \$4,275,262 | \$3,812,493 | \$14,124,835 |
| 2012/13 | \$4,105,069 | \$4,098,065 | \$14,131,839 |
| 2013/14 | \$4,028,431 | \$9,542,766 | \$8,617,504 |
| 2014/15 | \$4,333,746 | \$6,103,636 | \$6,847,614 |
| 2015/16 | \$4,145,700 | \$6,851,055 | \$4,142,259 |
| 2016/17 | \$4,194,619 | \$6,000,000 | \$2,336,878 |
| 2017/18 | \$4,244,116 | \$6,000,000 | \$580,994 |

2016: The Year in Review

Since its inception, the Board has trained and certified 5,492 deputy sheriffs through basic training and has renewed the certification of all sheriffs and deputies through its biennial continuing education program. In 2016, it was the 32nd year of sheriffs' and deputy sheriffs' training administered by the Board and the Pennsylvania Commission on Crime and Delinquency (PCCD), under the provisions of Act 1984-2, as amended by Act 2014-114 the Sheriff and Deputy Sheriff Education and Training Act. The changes with Act 2014-114 now require all sheriffs to obtain and keep training certification and allows the Board to consider certification revocation for certain misconduct and lack of fitness for duty. Changes also limited the use of the Training Fund to only training in support of sheriffs/deputies.

During 1999 and 2000, the Board and its training development contractor, Temple University's Department of Criminal Justice, produced and delivered a 560-hour core curriculum. The Board's basic training delivery contractor, Pennsylvania State University's Justice and Safety Institute, presented the first pilot basic program in July 2000. During that, and subsequent basic and waiver programs, Pennsylvania State University, Eberly Campus, with feedback from Pennsylvania State University, revised and fine-tuned the curriculum into its present form. Additionally, during the development process, the Board reviewed and revised its regulations, policies and procedures, which support the training programs and provide direction to staff, sheriffs' offices, and deputy sheriffs on issues related to training and certification. The Board is actively engaged in these tasks, which will continue through 2016.

On December 12, 2002, the state Independent Regulatory Review Commission approved the regulations of the Board, which included the expansion of the Deputy Sheriffs' Basic Training Program from 560 hours to 760 hours. The increased hours included the topics of Patrol Procedures and Operations, Motor Vehicle Code/Accident Investigation, D.U.I. Enforcement, Criminal Investigation, and Drug-Related Investigations. The first 760-hour (19-week) basic training began in August 2003.

As identified previously in this report, the Board is addressing a depleted training fund. The Board has reviewed and taken steps to limit the impact of a decreasing fund balance through cost cutting measures that include reducing the availability of and eliminating some optional and programs and is exploring reducing the availability of mandatory training. Despite the efforts to reduce costs in 2015 and 2016, expenditures exceeded revenues in 2016 by \$2,705,355. Expenditures have exceeded revenues since 2013 and this trend is expected to continue. The Board supports the fee increase needed in order to maintain the current level of high quality training and reimbursements mandated by Act 1984-2.

As indicated, the accomplishments of the Board included the expansion of the Sheriff and Deputy Sheriffs' Basic Training Program. A further look into the future goals of the Board's training programs includes the continual enhancement of the curriculum and certification process, the integration of progressive electronic and internet technology and the flexibility to meet the changing authority and needs of today's deputy sheriff. A review and update of the Basic, Continuing Education, and Supervisory Training Programs were conducted by Pennsylvania State University, Eberly Campus and is presented within the following pages.

SHERIFFS AND DEPUTY SHERIFFS BY COUNTY: CERTIFIED VS. GRANDFATHERED

| COUNTY | CERTIFIED | GRAND-FATHERED | TOTAL | COUNTY | CERTIFIED | GRAND-FATHERED | TOTAL |
|---------------|------------------|-----------------------|--------------|----------------|------------------|-----------------------|--------------|
| Adams | 15 | 0 | 15 | Juniata | 9 | 0 | 9 |
| Allegheny | 153 | 0 | 153 | Lackawanna | 96 | 1 | 97 |
| Armstrong | 13 | 0 | 13 | Lancaster | 68 | 1 | 69 |
| Beaver | 38 | 1 | 39 | Lawrence | 17 | 0 | 17 |
| Bedford | 14 | 0 | 14 | Lebanon | 24 | 0 | 24 |
| Berks | 95 | 0 | 95 | Lehigh | 93 | 0 | 93 |
| Blair | 25 | 0 | 25 | Luzerne | 33 | 1 | 34 |
| Bradford | 10 | 0 | 10 | Lycoming | 17 | 0 | 17 |
| Bucks | 61 | 0 | 61 | McKean | 11 | 0 | 11 |
| Butler | 31 | 0 | 31 | Mercer | 21 | 0 | 21 |
| Cambria | 30 | 0 | 30 | Mifflin | 12 | 0 | 12 |
| Cameron | 4 | 0 | 4 | Monroe | 21 | 1 | 22 |
| Carbon | 19 | 2 | 21 | Montgomery | 107 | 0 | 107 |
| Centre | 28 | 0 | 28 | Montour | 10 | 0 | 10 |
| Chester | 80 | 0 | 80 | Northampton | 74 | 0 | 74 |
| Clarion | 15 | 0 | 15 | Northumberland | 9 | 0 | 9 |
| Clearfield | 11 | 1 | 12 | Perry | 12 | 0 | 12 |
| Clinton | 10 | 0 | 10 | Philadelphia | 307 | 0 | 307 |
| Columbia | 15 | 0 | 15 | Pike | 20 | 0 | 20 |
| Crawford | 12 | 0 | 12 | Potter | 4 | 0 | 4 |
| Cumberland | 33 | 0 | 33 | Schuylkill | 20 | 0 | 20 |
| Dauphin | 51 | 0 | 51 | Snyder | 10 | 0 | 10 |
| Delaware | 63 | 0 | 63 | Somerset | 10 | 0 | 10 |
| Elk | 13 | 0 | 13 | Sullivan | 6 | 0 | 6 |
| Erie | 40 | 0 | 40 | Susquehanna | 8 | 0 | 8 |
| Fayette | 6 | 0 | 6 | Tioga | 7 | 0 | 7 |
| Forest | 8 | 0 | 8 | Union | 8 | 0 | 8 |
| Franklin | 27 | 0 | 27 | Venango | 12 | 0 | 12 |
| Fulton | 6 | 0 | 6 | Warren | 17 | 0 | 17 |
| Greene | 15 | 0 | 15 | Washington | 43 | 0 | 43 |
| Huntingdon | 19 | 0 | 19 | Wayne | 13 | 0 | 13 |
| Indiana | 16 | 1 | 17 | Westmoreland | 91 | 0 | 91 |
| Jefferson | 17 | 0 | 17 | Wyoming | 8 | 0 | 8 |
| | | | | York | 102 | 0 | 102 |
| | | | | TOTAL | 2313 | 9* | 2322 |

* Deputies employed prior to 1980 were grandfathered and not required to attend certification training.

TRAINING AND CERTIFICATION PROGRAMS

Basic Training

By the end of 2016, the Board and PCCD, in accordance with the provisions of Act 1984-2, had completed the 32nd year of providing initial certification to sheriffs and deputies. To provide this initial certification, the Board has held 83 basic training classes and 94 waiver classes, certifying a total of 5,787 sheriffs and deputy sheriffs since 1985.

From 1985 to 1999, basic training consisted of 160 hours of instruction presented during a four-week course and included major subject areas related to the duties of a deputy sheriff: civil and criminal law and procedure, court security, prisoner transport, mechanics of arrest, crisis intervention, professional development, self-defense, first aid and firearms. During 2000, the Board implemented delivery of an expanded, 560-hour basic training program under the provisions of Act 1998-10, which provided a significant expansion of instruction in the basic training topics noted above and related topics. In 2003, basic training was expanded to its current 19-week, 760-hour level. In 2005, the Board also established minimum fitness standards for certification under the basic training program. Additionally, students are required to complete a number of online courses to supplement their traditional training.

Waivers of basic training are issued for a limited class of sheriffs and deputies with prior Pennsylvania-based law enforcement experience and training. Prior to 2000, deputies eligible for a waiver of basic training were required to attend a 40-hour, one-week waiver course, which covered the topics of civil law and procedure, court security, and prisoner transport. During 2000, the Board implemented an expanded, 101-hour waiver course to parallel the expansion of basic training. After several classes, it was identified that the waiver students required less time to assimilate the same information, due to their prior training and experience. In 2001, the Board approved a reduction in the waiver course to 80 hours although the same information is provided.

Between 1985 and 1999, the Board's basic training delivery contractor, the Dickinson School of Law, annually provided two four-week basic training courses and two one-week waiver training courses. Under the present phase of the expanded training, Pennsylvania State University (PSU) delivers three 19-week basic training classes and five two-week waiver classes on a year-round basis. During 2016, 241 sheriffs and deputies successfully completed training: 81 in basic training and 160 in the waiver courses. Utilizing PSU as the delivery contractor has expanded the opportunities for the Board's basic academy. State of the art fitness facilities and instructors, enhanced ranges, and test tracks are available for the Board's programs. Additionally, a Simulations Complex including lock-up, vehicle sally port, apartment, offices, and court room was created for use in various scenario based trainings.

Additionally, in an effort to enhance the professionalism and educational opportunities of Pennsylvania's sheriffs and deputy sheriffs, the Board worked with the PSU to award college credits to sheriffs and deputy sheriffs based on the basic training they completed. After review of the basic curriculum, PSU agreed to award each student 16.5 specific credits towards a degree at PSU or transferable to other educational institutions.

The Board, working with the Pennsylvania Department of Education, Division of Veterans/Military Education, to obtain recognition as an educational program under Title 38, United States Code, Section 3676 (GI Bill of Rights). This approval allows eligible sheriffs and deputy sheriffs who are also veterans, dependents, or National Guard and Reserve members to receive educational benefits for attendance at the Board's expanded basic or waiver training programs. Eligible sheriffs and deputies could qualify for tax-free benefits of approximately \$1,500 per month.

Continuing Education

As a means of recertifying sheriffs and deputies, Act 1984-2 requires attendance of continuing education every two years. The Board has organized continuing education into two-year training cycles, with the training conducted in 16 locations across the Commonwealth during each cycle. During 2016, 1,047 sheriffs and deputies attended scheduled continuing education courses. The Board's continuing education training delivery contractor, Temple University's Department of Criminal Justice, provides the biennial training.

The 2015-2017 training cycle began in October 2015. The training includes the following subjects: Legal Updates, Warrant Service, DUI Enforcement, Firearms Safety, and Courtroom Testimony.

Supervisory Training

The Board has long recognized the need for more advanced training for sheriffs, chief deputies and veteran deputies in supervisory positions. During 2016, the Board, through its continuing education training delivery contractor, Temple University, provided basic supervisory training to nine sheriffs and supervisory deputies.

Merit Courses

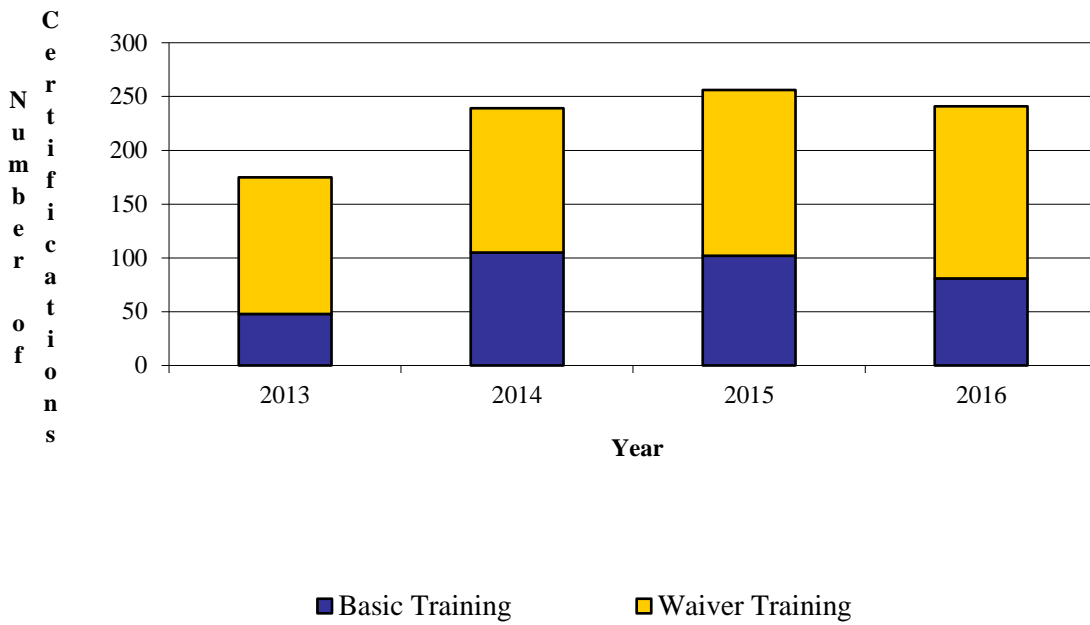
In addition to the training required by Act 1984-2, the Board identified a number of training programs needed by only a select number of sheriffs' offices or deputies. The Board developed a series of merit courses to better meet these specific needs. It was also determined that a number of delivery methods, including online, and residential trainings would be utilized.

Temple University offered Legal Updates, LEO Flying While Armed, and All Hazards to 329 sheriffs and deputies in an online format.

Temple University has also offered Active Shooter training classes to 96 sheriffs and deputies in 2016.

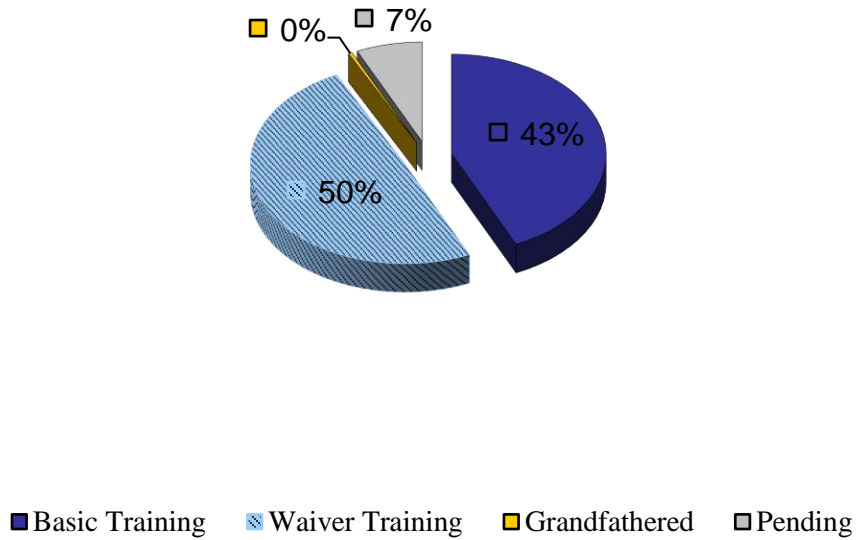
The Board also developed a Train-The-Trainer program to assist sheriffs in establishing an internal training capability. In 2016, two Basic Trainer courses were offered, with those graduates qualified to attend subsequent Basic Firearms Trainer and Patrol Rifle Trainer courses along with updates. These graduates were also able to attend a Court Security Instructor course.

SHERIFF AND DEPUTY SHERIFF CERTIFICATIONS Certified Per Year Through Basic And Waiver Training



STATUS OF CURRENTLY EMPLOYED SHERIFFS/DEPUTIES

By Method of Certification





SHERIFF AND DEPUTY SHERIFF TRAINING BULLETINS

During 2016, the Board continued to issue its periodical newsletter, the Sheriff and Deputy Sheriff Training Bulletin, which serves as a conduit to share information between the Board and sheriffs' offices concerning the training programs and activities of the Board. In addition, information and forms related to the sheriff and deputy sheriff training programs of the Board are available on PCCD's web site at www.pccd.state.pa.us.

Number 141, July 2016

This bulletin announced the 2017 Basic Training Schedule.

Number 142, November 2016

This bulletin announced the 2017 Instructor Development Courses.

Number 143, December 2016

This bulletin announced the projected funding shortfalls and cost saving measures the Board was instituting.